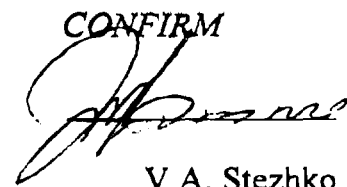


CONFIRM



V.A. Stezhko

Director, BelAm Project

Prospective Plan of BelAm Project For 1999

##	Activity to be performed	Terms of implementation	Responsible executives
	<u>Administrative Group</u>		
1.	Provide administrative support to the units of the project with respect to cohort establishment	during a year	V.A. Stezhko, Vice-Director on Science
2.	Sign financial agreement with NCI for 1999.	I quarter	V.A. Stezhko, Vice-Director on Science
3.	Prepare an order of the Ministry of Health regarding the structure of the Project for 1999	I quarter	V.A. Stezhko, Vice-Director on Science
4.	Review together with US experts a possibility of Gomel branch opening	during a year	V.A. Stezhko, Vice-Director on Science
5.	Provide publicity of the Project in mass media of Belarus	during a year	V.A. Stezhko, Group Leaders
6.	Prepare documents for the Ministry of Foreign Affairs to arrange multiple visas for US experts	I quarter	V.A. Stezhko, N.R. Lesnikova
7.	Arrange improvement of working conditions for units of the Project	during a year	V.A. Stezhko, Vice-Director on Science, V.A. Rzhetsky
8.	Provide administrative support for mobile team at the places of subjects examination	during a year	V.A. Stezhko, Vice-Director on Science, V.A. Rzhetsky

##	Activity to be performed	Terms of implementation	Responsible executives
	<u>Data Coordinating Center</u>		
1.	<u>Cohort selection</u> <ul style="list-style-type: none"> • Perform additional selection of subjects, further search in general base of 39000 человек • Prepare lists of cohort subjects with provisional addresses for epi group • Print letters together with epi group • Quality control of epidemiological data entry to the data base 	I quarter monthly	N.R. Lesnikova N.R. Lesnikova L.B. Gladkova N.R. Lesnikova L.B. Gladkova N.R. Lesnikova L.B. Gladkova
2.	<u>Design software for epidemiological subsystem</u> <ul style="list-style-type: none"> • Design program for automatic process of subjects searching • Design software for cohort maintenance and tracing "no response" • Modernization of Data Management procedure while arranging mobile activity • Develop procedure of Data Management at the step of introducing of Project Branch in Gomel 	I quarter II-I quarters I-II quarters III-IV quarters	N.R. Lesnikova L.P. Baturina N.R. Lesnikova L.P. Baturina N.R. Lesnikova N.R. Lesnikova
3.	<u>Design Data Entry Programs and Their Testing :</u> <ul style="list-style-type: none"> • Screening conclusion and recommendations • Fine-Needle biopsy • Cytological examination • Pathomorphological examination • Hospitalization form • Adverse events report • No response form 	I II quarters I II quarters I II quarters I II quarters I-II quarters II quarters II-III quarters	N.R. Lesnikova L.P. Baturina L.P. Baturina L.P. Baturina N.R. Lesnikova L.P. Baturina L.P. Baturina
4.	<u>Pass to Screening Center the following data entry programs:</u> <ul style="list-style-type: none"> • Adverse events report • Fine-needle biopsy • Cytological examination • Pathomorphological examination 	III-IV quarters III quarter III quarter III quarter	N.R. Lesnikova. L.P. Baturina
5.	<u>Prepare progress reports and quality control reports of cohort selection, screening scheduling, patients flow during examination, and data entry progress</u>	during a year	N.R. Lesnikova L.P. Baturina
6.	<u>Design software for review and quality control</u> <ul style="list-style-type: none"> • epidemiological data • medical screening data • laboratory tests data • hospitalization data 	I-IV quarters	N.R. Lesnikova L.P. Baturina

##	Activity to be performed	Terms of implementation	Responsible executives
7.	<u>Transfer to DCC data entered to local computers of Screening Center and Central Laboratory, and their quality control</u>	weekly	L.B Gladkova
8.	<u>Design procedures for thyroid images processing, set up data base of thyroid images</u>	I-IV quarters	V.V. Ryzhkov
9.	<u>Program-informational support of dosimetry group with respect to data base of direct measurements</u>	quarterly	N.R. Lesnikova
10.	<u>General system questions:</u> <ul style="list-style-type: none"> Updating of settlement reference Track certification of personnel Track delivery and distribution of equipment Update data entry programs of epidemiological and screening subsystems basing on the results of their activity in 1998 <ul style="list-style-type: none"> Develop process of DCC DB replication with local DBs of Screening Center and Central Laboratory 	quarterly II-III quarters II-III quarters III quarter IV quarter	N.R. Lesnikova L.B. Gladkova A.V. Kuvshinnikov N.R. Lesnikova L.P. Baturina L.B. Gladkova N.R. Lesnikova L.P. Baturina
11.	<u>Update Operational Manual and Project forms</u>	quarterly	N.R. Lesnikova
12.	<u>Prepare Project quarter reports</u>	quarterly	N.R. Lesnikova B.U. Leushev

##	Activity to be performed	Terms of implementation	Responsible executives
	<p align="center"><u>Epidemiology group</u></p> <p>1. Provide reference of cohort subjects to the examination in the Dispensary</p> <ul style="list-style-type: none"> • receive and process mail • Complete and entry to epi DB epidemiological forms • Quality control of epidemiological data entry • Maintain contact with provisional cohort subjects (postpone the date of the visit when preliminary consent, trace "reserve" group) • Contact Health Care Institutions, Home Affair Ministry for addresses clarification of provisional cohort subjects • Joint activity with Screening Center, Dosimetry Group to clarify of weekly results of cohort selection and make decision for implementation of the schedule of subjects examination in accordance with invoice. • Generate monthly registration log (together with DCC) • Compose files of provisional cohort subjects to be examined by mobile team (together with DCC) • Enter to epidemiological DB address information of cohort subject received from special source of search 	<p>during a year</p> <p>during a year</p>	<p>E.E.Buglova</p> <p>Berlin,Kaleyko</p> <p>Berlin,Kaleyko</p> <p>L.V.Kulkova</p> <p>L.V.Kulkova</p> <p>L.V.Kulkova A.P.Skalyzhenko</p> <p>L.V.Kulkova</p> <p>L.V.Kulkova</p> <p>L.V.Kulkova</p> <p>Berlin,Kaleyko</p>
	<p>2. Maintain Cohort</p> <ul style="list-style-type: none"> • Schedule visits for repeated examination (set up mail base for subjects invited for repeated examination) • Compile file of subjects for mailing them greeting letters (together with DCC) • Prepare and complete electronic variant of mail form • Print and mail letters with invitation to examination invited for repeated examination • Complete and enter to epid DB Initial Abstract Form (demography) and Death form 	<p>during a year</p>	<p>E.E.Buglova</p> <p>L.V.Kulkova</p> <p>L.V.Kulkova</p> <p>Berlin,Kaleyko</p> <p>Berlin,Kaleyko Fajzrakhmanova</p> <p>Berlin,Kaleyko</p>

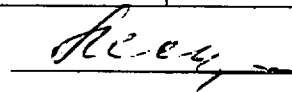
##	Activity to be performed	Terms of implementation	Responsible executives
3.	Process epidemiological information for cohort subjects	during a year	E.E.Buglova
	• Collect information of revealed death cases. Complete forms	during a year	A.P.Skalyzhenko
	• Test Death Form entry to epid DB	I quarter	L.V.Kulkova
	• Update the second part of Initial Abstract Form (diseases). Prepare instructions of its completing	I-II quarters	L.V.Kulkova A.P.Skalyzhenko
	• Complete Initial Abstract Forms (diseases) following making final diagnosis to cohort subject	during a year	L.V.Kulkova A.P.Skalyzhenko
	• Enter to epid DB data of Initial Abstract Form (diseases)	during a year	Berlin,Kaleyko
4.	Set up primary DB for children exposed in utero	during a year	Fajzrakhmanova S.V.Berlin O.Rogovtseva
5.	Review the results of cohort establishment through various directions that could be used for improvement of efficiency of contacts with subjects	during a year	E.E.Buglova A.Golovneva L.V.Kulkova A.P.Skalyzhenko
6.	Design a part of Operational Manual regarding quality control of epi group activity	I quarter	E.E.Buglova L.V.Kulkova A.P.Skalyzhenko
7.	Design and test query subsystems to review epidemiological information	I-II quarters	E.E.Buglova L.V.Kulkova A.P.Skalyzhenko
8.	Prepare request for materials and supply	I quarter	E.E.Buglova
9.	Coordinate activity of mobile team	quarterly	E.E.Buglova
10.	Data review, prepare report	quarterly	E.E.Buglova A.Golovneva L.V.Kulkova A.P.Skalyzhenko

##	Activity to be performed	Terms of implementation	Responsible executives
	<u>Screening Group of the Dispensary</u>		
1.	Perform screening examination of 2.400 subjects (about 600 subjects per quarter)	during a year	V.A.Rzheutsky N.G.Litvinova
2.	Arrange 7 trips of mobile team to examine cohort subjects in Gomel and Mogilev oblasts	I-IV quarters	V.A.Rzheutsky N.G.Litvinova
3.	Conduct 10-days training course in the Dispensary for the staff of Gomel Screening Group	II quarter	V.A.Rzheutsky
4.	Conduct meetings together with experts with respect to continuity of work	monthly	V.A.Rzheutsky, experts
5.	Quality control of forms completion	daily	N.G.Litvinova
6.	Quality control of equipment	monthly	Chief of Department ultrasonographers
7.	Finish off Operational Manual and clinical forms	III quarter	N.G.Litvinova, experts
8.	Certify personnel of Screening Group	II quarter	N.G.Litvinova, experts
9.	Continue setting up DB in the Dispensary based on the results of subjects screening	during a year	N.G.Litvinova
10.	Move to new building	II quarter	N.G.Litvinova
11.	Prepare request for materials and supply	II quarter	N.G.Litvinova

##	Activity to be performed	Terms of implementation	Responsible executives
	<u>Dosimetry Group</u>		
1.	Calculate via Monte-Carlo method response of DP-5 and SRP-68-01 instruments	I-IV quarters	A.V.Ulanovsky
2.	Prepare revised DB of dose rate to thyroid	III-IV quarters	S.S.Tretiakovich E.I.Shemiakina
3.	Collect data of milk consumption in settlements and towns	III-IV quarters	S.V. Trofimic
4.	Conduct interview of subjects involved in cohort	I-IV quarters	N.G.Garbuzova E.I.Pusenkova T.V.Lazuko
5.	Enter the results of interview to DB	I-IV quarters	N.G.Garbuzova E.I.Pusenkova T.V.Lazuko S.V. Trofimic
6.	Maintain individual dosimetric DB	I-IV quarters	S.S.Tretiakovich
7.	Calculate and verify doses on the base of interview and other individual data	I-IV quarters	S.S.Tretiakovich E.I.Shemiakina
8.	Develop procedure of dose calculation for special groups of children	I-IV quarters	V.F. Minenko
7.	Estimate external exposure doses, internal exposure at the cost of Cs-137 and other radionuclides	I-IV quarters	E.I.Shemiakina V.F. Minenko
8	Develop radioecological model for I-131 transport and dose calculation	III-IV quarters	V.F. Minenko
9	Prepare sections of Operational Manual regarding dose calculation	I-IV quarters	S.S.Tretiakovich E.I.Shemiakina S.S.Tretiakovich E.I.Shemiakina
10	Compile reports and prepare papers	I-IV quarters	V.F. Minenko A.V.Ulanovsky

№	Activity to be performed	Terms of implementation	Responsible executives
	<u>Quality Control Group</u>		
1.	<u>Expert support of screening activity:</u> <ul style="list-style-type: none"> Consult patients in diagnostically complicated cases Review cases of complete and partial deviations in diagnosis Assist in reports compiling and data analysis Participate in training and certification of personnel 	during a year during a year quarterly according to the plan of units	L.I. Danilova V.M. Drozd L.I. Danilova V.M. Drozd O.N. Polianskaja L.I. Danilova V.M. Drozd
2.	<u>Update Operational Manual and Project Forms</u> <ul style="list-style-type: none"> Advisory activity in updating of Operational Manual Make changes to Operational Manual: Sections 5,6 Laboratory examination 5.2.2-5.2.3.9; Thyroid Ultrasound Examination - 5.2.4.-5.2.4.6.3 Sections 7-8 Advisory activity in finishing up of instructions for Forms filling in Update forms considering previously revealed shortages: <ul style="list-style-type: none"> Hospitalisation Form Summary of medical screening and recommendations Make changes to the following forms: <ul style="list-style-type: none"> Summary of medical screening and recommendations Hospitalisation Form (Aksakovschina), Hospitalisation Form (National Center of Thyroid Pathology) Maintain contacts with US specialists while making decision of forms modernisation Work out Quality Assurance Manual: review information of Central Laboratory, Thyroid Ultrasound Examination, Clinical Examination 	during a year I-II quarters I quarter I-IV quarters during a year I quarter	O.N. Polianskaja together with Group Leaders, experts and specialists O.N. Polianskaja O.N. Polianskaja L.I. Danilova together with Group Leaders
4.	<u>Data management</u> <ul style="list-style-type: none"> Participate in design of Project software with respect to quality control: procedure of searching of missing forms, disagreement in diagnoses, fulfillment of protocol requirements Participate in design of Project software with respect to development of standard report forms: report of Screening Center of revealed pathology, verification of diagnoses Participate in development of procedures for thyroid images processing, in setting up of thyroid images DB 	according to the plan of DCC I-IV quarters according to the plan of DCC	O.N. Polianskaja L.I. Danilova V.M. Drozd O.N. Polianskaja V.M. Drozd
4.	<u>Quality control</u> <ul style="list-style-type: none"> Perform current quality control Prepare report of quality control 	during a year	O.N. Polianskaja L.I. Danilova V.M. Drozd
5.	<u>Prepare quarter reports</u>	quarterly	O.N. Polianskaja

Compiled by Head of DCC

 N. LESNIKOVA